## How to File a Complaint/Adversary Proceeding

- 1. Prepare the complaint and save it to .pdf.
- 2. Login to CM/ECF and select ADVERSARY from the Blue Bar Menu.



3. Select Open AP Case and click Next. NOTE – DO NOT USE THE COMPLAINT & SUMMONS EVENT TO INITIATE AN ADVERSARY PROCEEDING. THE COMPLAINT WILL DOCKET IN THE MAIN CASE AND AN ADVERSARY PROCEEDING WILL NOT BE OPENED. (If an AP is not opened, the summons and notice will not issue.)

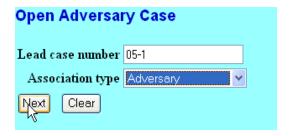
## Adversary Events

Answers...
Appeal
Complaint & Summons
Court Events
Miscellaneous/Other
Motions
Notices
Open AP Case
Open D Case
Orders/Opinions...

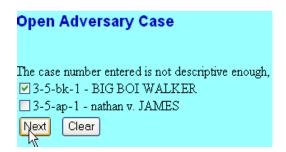
4. A message will display regarding Expedited Complaints for Turnover and Notice of Removal. Click Next. Select Case type ap. Complaint is **n** if filing an expedited complaint for turnover or a removed action. For all other ap filings, select **y** for complaint. Click Next.



 Enter the main (BK) case number and select Adversary as the association type. Click Next.



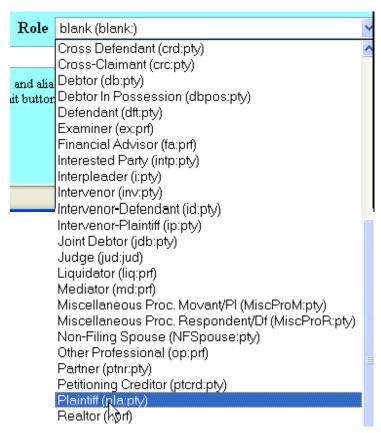
6. If there is more than one case with the case number entered for the lead case, you will be prompted to associate the correct case number. Click the box next to the BK case number and click Next.



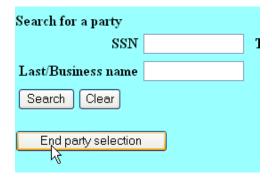
7. You will be prompted to search for the party. Enter the last name or SSN and click Search. The results will display. If your party is listed, highlight the name and click Select Name from List; otherwise, click Create new party.



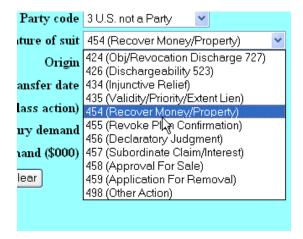
8. If you selected a name from the list, the party information will display. If you are creating a new party, you must complete the party information. In both cases (existing or new party) you must indicate the party role as PLAINTIFF or DEFENDANT. Do not use debtor, creditor, trustee, or other party types. Add the attorney and click Submit.



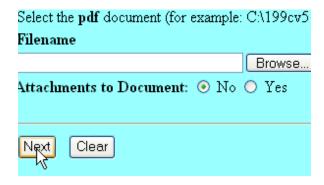
9. Repeat the process of adding parties until all parties have been added. When finished, click End Party Selection.



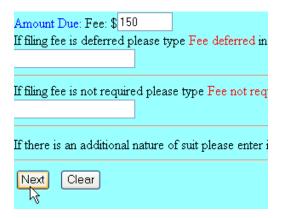
10. Complete the statistical information (that was provided on the AP Cover Sheet) – US is a Plaintiff, Defendant or not a Party; Nature of Suit; Origin; etc. Click Next.



11. Browse and attach your .pdf of the Adversary Proceeding Complaint. Add any attachments by clicking "0 Yes" next to Attachments to Document.



12. Complete the fee information and add any additional nature of suit codes. Click Next.



13. The docket text will display. Complete the text boxes as required. Click Next.

Docket Text: Modify as Appropriate.	
Amount \$150.	Filed by attorney8 , BIG BOI WALKER on
behalf of BIG BOI WALKER . Nature of Suit: 454 (Recover Money/Property). (attorney8, )	
Next Clear	

14. The completed docket text will display. Click Next if correct to commit the entry or go back to correct. The Notice of Electronic Filing will display with the AP number.

